

**Manchester Community College  
JOB OPPORTUNITY  
Telecommunications Operator**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Manchester Community College, Manchester, CT

**Hours:** Part Time (25 hours per week); 2<sup>nd</sup> Shift (weekdays 6:00 – 11p.m.)

**Salary:** \$16.08 hourly

**Closing Date:** August 2, 2012

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Have the knowledge of and the ability to operate a two-way radio.

**Knowledge, Skills and Abilities:** Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

**Duties Include:** Receives, transmits and relays police, fire, medical and other emergency information to and from security officers, firemen, paramedics, maintenance crews, vehicles and aircraft and other emergency personnel; operates communication equipment which may include radio, telephone and related communications equipment; responds to complaints and refers to appropriate field personnel; receives information on matters which may include traffic accidents and injuries on state property and police, fire and medical emergencies; monitors alarm systems at state institutions or facilities; records time and nature of communications received and maintains files for purpose of ready identification; operates computer terminal; may perform varied clerical, typing and related duties.

**Special Requirement:**

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

**Physical Requirement:**

A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

**Working Conditions:**

Incumbents of this class may be required to work in tiring positions for long periods of time.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a State of Connecticut Application for Employment to:

**Desreen Petgrave, Human Resource Specialist  
Manchester Community College, MS# 2  
Great Path, P.O. Box 1046  
Manchester, CT 06045-1046  
FAX NUMBER: 860 512-3621  
dpetgrave@mcc.commnet.edu**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.